

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Administrative Specialist III, 9613

Date Posted – 29 June 2010

Pay Grade/Salary Range – Grade 12, \$2,427.44 - \$3,215.72

Agency – Military Affairs, Kentucky Logistics Operation Center Division

Work Location –Franklin County, Frankfort, Kentucky

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1) (r).

General Job Duties – Provide support to the USPFO (United States Property & Fiscal Office) to oversee the accounting system for NGMMC (National Guard Material Management Center). Provide high level administrative support to the USPFO to oversee the accounting system for the NGMMC. Works with personnel of the GMMC, NGB (National Guard Bureau) and AMC (Army Material Command) to maintain automated property accountability. Develops and implements reports as required by the GMMC and higher headquarters. Supervises Property Section Personnel at USPFO who work with GMMC Records. Interprets regulations and policy as related to GMMC. Writes complex project reports and maintains information and records of the project. Performs other complex administrative duties as required by the USPFO and GMMC.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have three years of professional, administrative or business experience. Substitution Clause: Education: Additional education will substitute for the required experience on a year-for-year basis. Experience: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Specialist III, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237 to receive an application and further instructions on how to apply.

Application for Deadline – 09 July 2010